



**CITY OF HELOTES
DEVELOPMENT SERVICES DEPARTMENT**

Sealed Request for Qualifications

HELOTES ON-CALL CITY ARBORIST SERVICES

- Services: Helotes On-call City Arborist Services.
- Qualifications: Degree in horticulture, botany, forestry, or a related field or equivalent experience in working with construction impacted trees and landscaping; Thorough knowledge of or training in urban forestry and landscaping; International Society of Arboriculture Certified Arborist (ISA) required; The ability to perform site visits and a valid State of Texas Driver's license required. Municipal experience and/or customer service experience is highly desired.
- Proposals Due: Submittals are due no later than 3:00 p.m. on Friday, November 7, 2014.
- Contact Person: Rick A. Schroder
City Administrator
rschroder@helotes-tx.gov

Introduction

The City of Helotes is soliciting Sealed Statements of Qualification for on-call City Arborist services to support the commercial and residential development review function of the Development Services Department and review for compliance with and enforce Chapter 94 *Vegetation* of the Municipal Code of Ordinances. The approved contract will be for a term of three (3) years, with the option to renew for two (2) one-year periods.

Detailed Description

The City of Helotes Development Services Department is seeking a qualified independent contractor to assist in the review of commercial and residential development for compliance with the City's tree preservation and landscaping regulations. The individual will work with City personnel to:

- Provide professional services in accordance with the City's tree preservation and landscape regulations;
- Review subdivision, site, and landscape plans for compliance with the City's tree preservation and landscape regulations;
- Confer with architects, developers, and / or contractors regarding tree preservation techniques and acceptable tree protection methods during construction;
- Administer tree removal permits;
- Perform site plan review and field work, consisting of:
 - Predevelopment site inspections;
 - Verification of existing trees and landscapes;
 - Verification and review of tree preservation plans; and
 - Site inspections and meetings, as necessary;
- Inspect and approve landscape improvements for compliance with plan specifications;
- Assist applicants to determine tree preservation plans and calculate the number of replacement trees;
- Inspect the installation of tree protection and tree removal measures;
- Inspect sites before a Certificate of Occupancy is issued to ensure new plantings meet the minimum requirements; and
- Provide technical and resource assistance for revisions to the tree preservation and landscape regulations.

The number of hours and work volume is variable, based entirely on the volume of development permit applications and tree removal requests. The monthly average hours is estimated between 10 and 20 hours. Typically, one or two visits per week to the Development Service Department for office and/or site work are anticipated. It is expected that communication is available via email and telephone.

To avoid conflicts of interest, the consultant will not perform development-related arborist services within the City during the term of the contract.

Sealed RFQ Response Submittals

A. Submittal Requirements

- A brief letter of interest.
- A statement of qualifications and relevant experience.
- A summary of hourly billing rates.
- Names and phone numbers of references.
- Examples of past work in relevant areas.

B. Minimum Qualifications

- Degree in horticulture, botany, forestry, or a related field or equivalent experience in working with construction impacted trees and landscaping;
- Thorough knowledge of or training in urban forestry and landscaping;
- International Society of Arboriculture Certified Arborist (ISA) required;
- The ability to perform site visits and a valid State of Texas Driver's license required.
- Municipal experience and/or customer service experience is highly desired.

The City will select the consultant based on qualifications, relevant experience, availability, and cost to perform services. The City may administer a site plan review and/or a field test as a part of the interview and selection process.

Submittal Date

Sealed Statements of Qualification shall be submitted in three sealed (3) hard copies, each signed by the arborist or individual eligible to bind the organization submitting qualifications to:

City of Helotes Development Services Department
12951 Bandera Road (physical)
PO Box 507 (mailing)
Helotes, Texas 78023

The deadline for sealed submittals of qualifications is 3:00 p.m. on Friday, November 7, 2014.

If you have any questions, please contact Rick Schroder at (210) 695-5913.